

White Meadow, School Lane, Ufford  
UFF 034

**Archaeological Evaluation Report**

**SCCAS Report No. 2011/058**

**Client: Christchurch Property Co Ltd**

Author: Simon Cass

July 2011



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Author: Simon Cass

Illustrator: Simon Cass

Editor: Richenda Goffin

Report Date: July 2011



# HER Information

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**Report Number:** 2011/058  
**Site Name:** White Meadow, School Lane, Ufford  
**Planning Application No:** C/08/0706  
**Date of Fieldwork:** 13th April and 1st July 2011  
**Grid Reference:** TM 2944 5252  
**Client/Funding Body:** Christchurch Property Co Ltd  
**Client Reference:** -  
**Curatorial Officer:** Jess Tipper  
**Project Officer:** Simon Cass  
**Oasis Reference:** suffolkc1-99043  
**Site Code:** UFF 034

Digital report submitted to Archaeological Data Service:  
<http://ads.ahds.ac.uk/catalogue/library/greylit>

## Disclaimer

Any opinions expressed in this report about the need for further archaeological work are those of the Field Projects Team alone. Ultimately the need for further work will be determined by the Local Planning Authority and its Archaeological Advisors when a planning application is registered. Suffolk County Council's archaeological contracting services cannot accept responsibility for inconvenience caused to the clients should the Planning Authority take a different view to that expressed in the report.

Prepared By: Simon Cass  
Date: 19th July 2011

Approved By: Rhodri Gardner  
Position: Contracts Manager  
Date:  
Signed:



# Contents

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Summary

<b>1. Introduction</b>	<b>1</b>
<b>2. Geology and topography</b>	<b>1</b>
<b>3. Archaeology and historical background</b>	<b>1</b>
<b>4. Methodology</b>	<b>3</b>
<b>5. Results</b>	<b>3</b>
5.1 Introduction	3
5.2 Trench 1	4
5.3 Trench 2	4
5.4 Trench 3	5
5.5 Trench 4	6
5.6 Trench 5	7
<b>6. Finds and environmental evidence</b>	<b>8</b>
6.1 Artefacts	8
6.2 Plant macrofossils and other organic remains	8
Introduction and method statement	8
Results	9
Conclusions and recommendations for further work	9
<b>7. Discussion</b>	<b>10</b>
<b>8. Conclusions and recommendations for further work</b>	<b>10</b>
<b>9. Archive deposition</b>	<b>10</b>
<b>10. Bibliography</b>	<b>10</b>
<b>10. Acknowledgements</b>	<b>11</b>

## **List of Figures**

Figure 1. Site location and trench plan	2
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## **List of Plates**

Plate 1. Trench 1 section, facing south-west (2m scale)	4
Plate 2. Trench 2 showing oblique section, facing west (2m scale)	5
Plate 3. Trench 3 section, facing north-west (2m scale)	6
Plate 4. Trench 4 facing south-east (2m scale)	7
Plate 5. Trench 5 facing north-west (2m scale)	8

## **List of Appendices**

Appendix 1. Brief and specification	
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## **Summary**

An archaeological evaluation was carried out on land at White Meadow, School Lane, Ufford on the 13th April 2011 prior to the construction of seven new dwellings on the site (Planning Application no. C/08/0706) in order to comply with condition no. 3 'No development shall take place within the area of the application site, until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which shall have been submitted to the local planning authority for approval in writing'. No finds or deposits of archaeological interest were encountered in the trenches, and no further archaeological work is recommended as being necessary in order to fulfil the planning requirement.



## **1. Introduction**

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Planning permission was granted by Suffolk Coastal District Council for development on the site of White Meadow, School Lane, Ufford, entailing the erection of seven new dwellings. A condition (no. 3) attached to this permission required the implementation of a programme of archaeological work in order to assess the potential of the site for the preservation of archaeological remains and inform an appropriate mitigation strategy should remains be identified within the site. A brief and specification, issued by Dr Jess Tipper of SCCAS Conservation Team, required that a preliminary trenched evaluation of the site be undertaken, with the potential for further works should they prove necessary.

## **2. Geology and topography**

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The site lies on sloping land at a height between 15m-13m AOD, descending from the west towards the Byng Brook some 250m east of the site. The underlying geology is recorded as being deep loamy sand glaciofluvial drift over Cretaceous sand or Crag, and this was observed in the trenches.

## **3. Archaeology and historical background**

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This application is situated within an area rich in scattered archaeological remains, though none are within immediate proximity of the site itself. The closest recorded archaeological features consist of five skeletons (HER no. UFF 003), indicative of an undated probable cemetery, some 250m to the south-east, which shares a similar topographical aspect and orientation to the site currently under consideration. Valley side sites are also generally considered as having high potential for early occupation deposits.

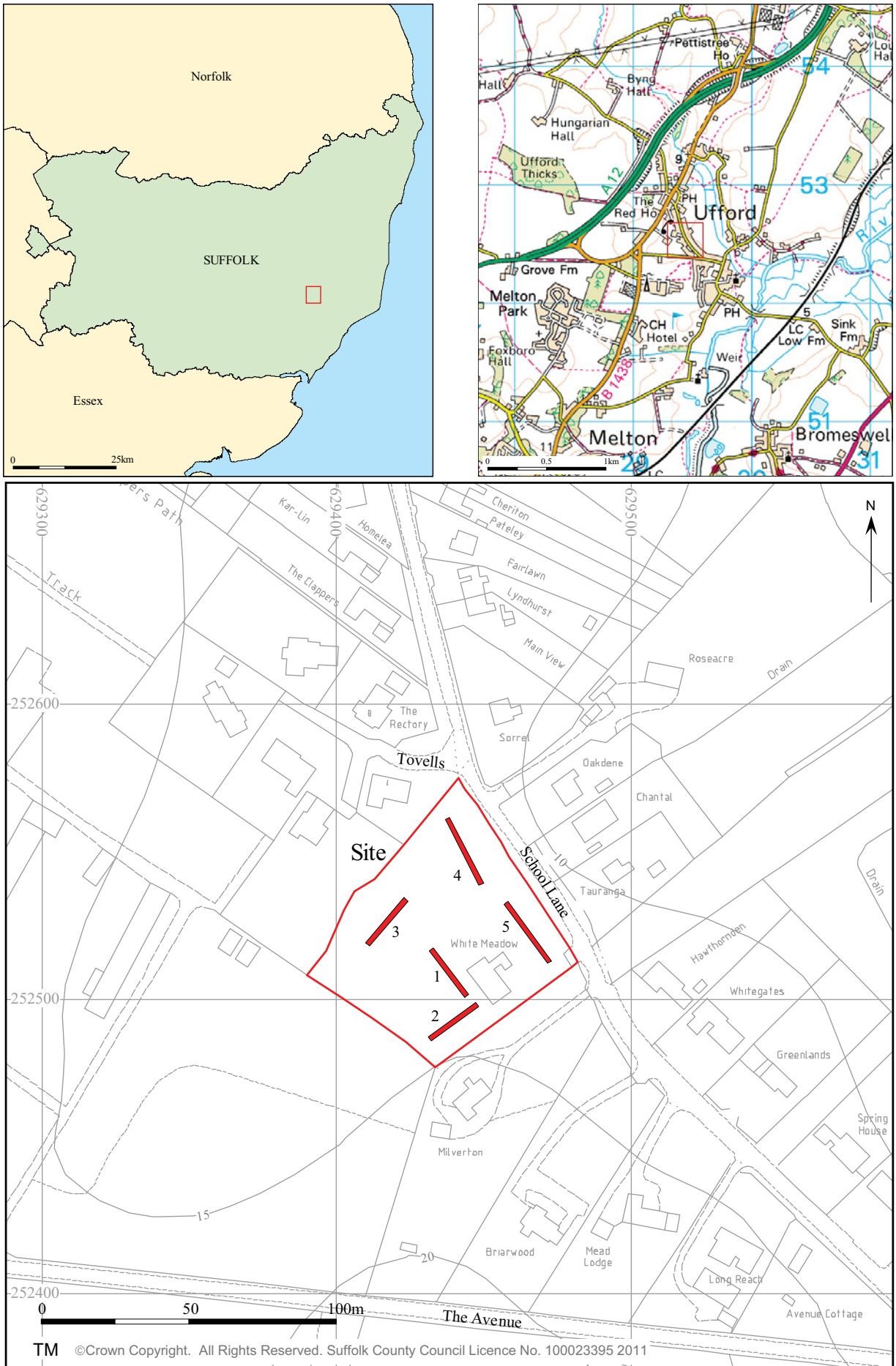


Figure 1. Site location and trench plan

## **4. Methodology**

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The Brief and Specification (Appendix 1) required that 5% of the development area (0.45ha) should be subject to trial trenching. This equated to five trenches, each 1.8m wide with a total length of c.125m. Unfortunately, due to the presence of a small orchard and several mature trees around the site it was not possible to fully excavate all the trenches. In total, the length of trenching achieved was 110m; trenches were located and tied in using hand-tapes from established points present on the Ordnance Survey map of the site.

The trenches were excavated by a 5-tonne tracked mechanical excavator using a toothless ditching bucket. All machining was constantly supervised by an experienced archaeologist. Overburden was removed until the first archaeological horizon or top of the natural substrate was encountered.

All deposits were recorded using SCCAS pro forma sheets and plans and sections were hand-drawn at 1:50 and 1:20. A photographic record was made using a high resolution digital camera (6.2 megapixels).

The site was not considered as suitable for metal-detecting due to the nature of the overburden, and the frequency of modern metallic objects encountered during stripping.

A digital copy of the report will be submitted for inclusion on the Archaeology Data Service database (<http://ads.ahds.ac.uk/catalogue/library/greylit>) upon completion of the project.

## **5. Results**

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### **5.1 Introduction**

Five trenches were excavated across the site, in the locations indicated in Figure 1. Due to the presence of obstructions within the site, the three trenches away from School Lane had to be repositioned slightly and shortened but from the results of the rest of the trenching it seems unlikely that this will have had a significant effect on the evaluation as a whole.

## 5.2 Trench 1

This trench was 20m long, 1.7m wide and up to 1.2m deep, orientated north-west/south-east. At the southeast end the stratigraphy encountered consisted of 0.15m of mid/pale yellowish brown silty sand topsoil over 0.45m of mid yellow/greyish brown silty sand subsoil above pale grey mottled soft sands, interpreted as natural deposits. At the north-west end the stratigraphy encountered consisted of a similar amount of topsoil over 0.35m of mid/pale greyish yellow/brown slightly silty sand subsoil. Below this deposit was 0.35m of mottled greyish yellow/orangey slightly clayey sands sealing c. 0.35m of black/ dark brown organic-rich sands which lay above the pale grey soft natural sands. This dark organic-rich deposit appears to be some form of water lain/waterlogged deposit which began c. 3.5m from the southern end of the trench.



Plate 1. Trench 1 section, facing south-west (2m scale)

## 5.3 Trench 2

This trench was 20m long, 1.7m wide and up to 0.5m deep, orientated south-west/north-east. The stratigraphy encountered consisted of 0.15m of topsoil above 0.35m of mid yellow/greyish slightly silty soft sand subsoil sealing natural mottled soft sands. No archaeological deposits were observed in this trench.



Plate 2. Trench 2 showing oblique section, facing west (2m scale)

#### **5.4 Trench 3**

This trench was 20m long, 1.7m wide and up to 1.1m deep, orientated north-west/south-east. The stratigraphy encountered consisted of 0.15m of topsoil over 0.55m of mid greyish brown silty sand made ground with occasional modern inclusions (metal, plastic, ceramic building material, etc). Below this deposit was 0.2m of mottled greyish yellow/orange slightly clayey sands sealing c. 0.2m of dark brown organic-rich sands. This deposit appears to continue from Trench 1 and was present all along the trench. Groundwater was encountered at the base of this trench.



Plate 3. Trench 3 section, facing north-west (2m scale)

## 5.5 Trench 4

This trench was 25m long, 1.7m wide and up to 1.75m deep. The stratigraphy encountered consisted of c. 0.15m of topsoil above 1.05m of yellow sand and ballast – interpreted as a deliberate made ground deposit. This sealed 0.3m of dark grey clayey sands which oxidised from a much darker almost-black colour after excavation which lay above the dark organic-rich water lain/waterlogged sand deposit. This varied in thickness but was in excess of 0.25m thick towards the middle of the trench. The majority of this trench was not bottomed due to safety considerations (the combination of excessive depth and a thick deposit of loose sand). Natural pale grey soft sands with occasional gravel inclusions were present at a depth of 1.4m at the north-western end of the trench, sloping down towards the centre of the site to the south. A monolith sample was taken from the southern end of the trench, starting at the gravel base of the trench, although careful analysis failed to locate any useable remains, such as charcoal, that could be used to date the deposit.





Plate 4. Trench 4 facing south-east (2m scale)

## 5.6 Trench 5

This trench was 25m long, 1.7m wide and up to 1.0m deep, orientated north-west/south-east. The stratigraphy encountered at the south-eastern end consisted of 0.15m of sandy topsoil over 0.45m of mid greyish brown silty sand subsoil over natural pale grey soft sands with occasional gravel inclusions. At the north-western end there was 0.15m of topsoil over 0.5m of yellow sand and ballast made ground. Below this was 0.35m of dark organic-rich wet sands which lay on top of the pale grey natural sands. Two modern drains were encountered crossing this trench, believed to be the foul and surface water drains from the bungalow (visible in the foreground of Plate 5).



Plate 5. Trench 5 facing north-west (2m scale)

## **6. Finds and environmental evidence**

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### **6.1 Artefacts**

No finds of archaeological relevance were observed during the course of this evaluation. Modern artefacts encountered were not retained.

### **6.2 Plant macrofossils and other organic remains**

#### Introduction and method statement

Evaluation excavations at Ufford, undertaken by the Suffolk County Council Archaeological Service (SCCAS), recorded a possible natural hollow with an undated organic fill. Samples for the evaluation of the content and preservation of the plant macrofossil assemblages were taken from the fill, and two were submitted for assessment.

The samples were bulk floated by SCCAS and the flots were collected in a 300 micron mesh sieve. The dried flots were scanned under a binocular microscope at magnifications up to x 16 and the plant macrofossils and other remains noted are listed in Table 1. Nomenclature within the table follows Stace (1997). With the exception of rare charcoal fragments, all plant remains were preserved in a waterlogged/de-watered state.

## Results

Seeds of common ruderal weeds and wetland plants were common within the assemblage from TR1, with a lower density also being recorded from TR2. Preservation was moderately good, although some specimens were slightly degraded, lacking clear surface definition. Species common to damp grassland conditions were predominant, with taxa recorded including bugle (*Ajuga* sp.), musk thistle (*Carduus* sp.), hemp nettle (*Galeopsis* sp.), dead-nettle (*Lamium* sp.), cinquefoil (*Potentilla* sp.), buttercup (*Ranunculus* sp.), nightshade (*Solanum* sp.) and chickweed (*Stellaria* sp.) type. Wetland plant macrofossils included sedge (*Carex* sp.) and rush (*Juncus* sp.) fruits and *Phragmites* type stem fragments. A limited range of tree/shrub macrofossils, including bramble (*Rubus* sect. *Glandulosus*) 'pips' and elderberry (*Sambucus nigra*) seeds, were also recorded within both assemblages. Indeterminate de-watered root/stem fragments were abundant throughout and the sample from TR2 also contained small flecks of charcoal. Other materials were scarce, although arthropod remains were present within both assemblages.

## Conclusions and recommendations for further work

In summary, the composition of the assemblages would appear to indicate that the hollow was situated within an area of damp, marginal grassland and was either partly or wholly overgrown with brambles and elderberries. As anthropogenic remains (for example the charcoal flecks) are so scarce, it is presumed that both assemblages are derived from materials which naturally accumulated within the hollow.

Although the current assemblages are of interest, further analysis of materials, which almost certainly accumulated naturally within the hollow, would probably add little to the interpretation of the feature within the landscape. It is also extremely unlikely that further analysis would establish a date when any infilling of the hollow occurred. Therefore, no

further work on the current assemblages is recommended. However, if further excavations within the area are planned, it is suggested that additional samples are taken from any features which appear to be man made or which may contain anthropogenic remains.

## **7. Discussion**

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While no finds or deposits of archaeological interest were identified, the presence of a water-lain organic-rich deposit at the base of most of the trenches is suggestive of an area of either standing water, or a water-course, not shown on any map of the site.

While of little archaeological use in itself, this deposit has the potential to have preserved ecofacts concerning the local environment during previous times.

Unfortunately, the lack of any dating evidence for the deposit means it is not possible to determine at this point what period is represented by the water-lain deposit.

## **8. Conclusions and recommendations for further work**

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Little archaeological work is recommended as being necessary for the planned development. Observation of the footings of the houses may locate some dateable evidence of the age of the water-lain deposit, or identify further characteristics of it. This would be achievable via a monitoring-type brief being required of the development.

## **9. Archive deposition**

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Paper and photographic archive: SCCAS Ipswich

Digital archive: SCCAS R:\Environmental Protection\Conservation\Archaeology\Archive\Ufford\UFF 034 Evaluation

Finds and environmental archive: None.

## **10. Bibliography**

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Stace, C., 1997. New Flora of the British Isles. Second edition. Cambridge University Press

## **10. Acknowledgements**

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The project was directed and managed by Rhodri Gardner. The evaluation was carried out by Simon Cass from Suffolk County Council Archaeological Service, Field Team.

Post-excavation graphics were produced by Simon Cass and the report was edited by Richenda Goffin.



## Appendix 1. Brief and Specification

### Brief and Specification for Archaeological Evaluation

WHITE MEADOW, SCHOOL LANE, UFFORD, WOODBRIDGE,  
SUFFOLK (C/08/0706)

*The commissioning body should be aware that it may have Health & Safety responsibilities.*

#### 1. The nature of the development and archaeological requirements

- 1.1 Planning permission has been granted by Suffolk Coastal District Council (C/08/0706) for the erection of seven dwellings (following demolition of existing dwelling) with associated works at White Meadow, School Lane, Ufford, Woodbridge IP13 6DX (TM 294 525). **Please contact the applicant for an accurate plan of the site.**
- 1.2 The Planning Authority has been advised that any consent should be conditional upon an agreed programme of work taking place before development begins in accordance with PPS 5 *Planning for the Historic Environment* (Policy HE12.3) (which replaced PPG 16 in March 2010) to record and advance understanding of the significance of the heritage asset before it is damaged or destroyed.
- 1.3 The site (c.0.45ha. in size) is located on the west side of School Lane at c.10–15.00m OD. The soil is deep sand derived from the underlying glaciofluvial drift over Cretaceous sand or Crag.
- 1.4 This application lies within close proximity of known archaeological activity, with the location of five skeletons (HER no. UFF 003), indicative of a probable cemetery, recorded in the County Historic Environment Record, and on a valley side (overlooking the flood plain of Byng Brook) that has high potential for early occupation. Any groundworks associated with the proposed development has the potential to cause significant damage or destruction to any underlying heritage assets.
- 1.5 In order to inform the archaeological mitigation strategy, the following work will be required:
  - A linear trenched evaluation is required of the development area, prior to the removal of the below-ground foundations of the existing dwelling.
- 1.6 The results of this evaluation will enable the archaeological resource, both in quality and extent, to be accurately quantified. Decisions on the need for and scope of any mitigation measures, should there be any archaeological finds of significance, will be based upon the results of the evaluation and will be the subject of an additional specification.
- 1.7 All arrangements for the field evaluation of the site, the timing of the work, access to the site, the definition of the precise area of landholding and area for proposed development are to be defined and negotiated with the commissioning body.
- 1.8 Detailed standards, information and advice to supplement this brief are to be found in *Standards for Field Archaeology in the East of England*, East Anglian Archaeology Occasional Papers 14, 2003.

- 1.9 In accordance with the standards and guidance produced by the Institute for Archaeologists this brief should not be considered sufficient to enable the total execution of the project. A Written Scheme of Investigation (WSI) based upon this brief and the accompanying outline specification of minimum requirements, is an essential requirement. This must be submitted by the developers, or their agent, to the Conservation Team of the Archaeological Service of Suffolk County Council (9-10 The Churchyard, Shire Hall, Bury St Edmunds IP33 2AR; telephone/fax: 01284 352443) for approval. The work must not commence until this office has approved both the archaeological contractor as suitable to undertake the work, and the WSI as satisfactory. The WSI will provide the basis for measurable standards and will be used to satisfy the requirements of the planning condition.
- 1.10 Neither this specification nor the WSI, however, is a sufficient basis for the discharge of the planning condition relating to archaeological investigation. Only the full implementation of the scheme, both completion of fieldwork and reporting based on the approved WSI, will enable SCCAS/CT to advise Suffolk Coastal District Council that the condition has been adequately fulfilled and can be discharged.
- 1.11 Before any archaeological site work can commence it is the responsibility of the developer to provide the archaeological contractor with either the contaminated land report for the site or a written statement that there is no contamination. The developer should be aware that investigative sampling to test for contamination is likely to have an impact on any archaeological deposit which exists; proposals for sampling should be discussed with the Conservation Team of the Archaeological Service of SCC (SCCAS/CT) before execution.
- 1.12 The responsibility for identifying any constraints on field-work, e.g. Scheduled Monument status, Listed Building status, public utilities or other services, tree preservation orders, SSSIs, wildlife sites &c., ecological considerations rests with the commissioning body and its archaeological contractor. The existence and content of the archaeological brief does not over-ride such constraints or imply that the target area is freely available.
- 1.13 Any changes to the specifications that the project archaeologist may wish to make after approval by this office should be communicated directly to SCCAS/CT and the client for approval.

## **2. Brief for the Archaeological Evaluation**

- 2.1 Establish whether any archaeological deposit exists in the area, with particular regard to any which are of sufficient importance to merit preservation *in situ*.
- 2.2 Identify the date, approximate form and purpose of any archaeological deposit within the application area, together with its likely extent, localised depth and quality of preservation.
- 2.3 Evaluate the likely impact of past land uses, and the possible presence of masking colluvial/alluvial deposits.
- 2.4 Establish the potential for the survival of environmental evidence.
- 2.5 Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.
- 2.6 This project will be carried through in a manner broadly consistent with English Heritage's *Management of Archaeological Projects*, 1991 (MAP2), all stages will follow a process of assessment and justification before proceeding to the next phase of the project. Field evaluation is to be followed by the preparation of a full archive, and an assessment of potential. Any further excavation required as mitigation is to be followed by the preparation of a full archive, and an assessment of potential, analysis and final report preparation may follow.



Each stage will be the subject of a further brief and updated project design; this document covers only the evaluation stage.

- 2.7 The developer or his archaeologist will give SCCAS/CT (address as above) five working days notice of the commencement of ground works on the site, in order that the work of the archaeological contractor may be monitored.
- 2.8 If the approved evaluation design is not carried through in its entirety (particularly in the instance of trenching being incomplete) the evaluation report may be rejected. Alternatively the presence of an archaeological deposit may be presumed, and untested areas included on this basis when defining the final mitigation strategy.
- 2.9 An outline specification, which defines certain minimum criteria, is set out below.

### **3. Specification: Trenched Evaluation**

- 3.1 Trial trenches are to be excavated to cover 5% by area, which is 225.00m<sup>2</sup>. These shall be positioned to sample all parts of the development site. Linear trenches are thought to be the most appropriate sampling method in a systematic grid array. Trenches are to be a minimum of 1.80m wide unless special circumstances can be demonstrated; this will result in a minimum of 125.00m of trenching at 1.80m in width.
- 3.2 If excavation is mechanised a toothless 'ditching bucket' 1.80m wide must be used. A scale plan showing the proposed locations of the trial trenches should be included in the WSI and the detailed trench design must be approved by SCCAS/CT before field work begins.
- 3.3 The topsoil may be mechanically removed using an appropriate machine with a back-acting arm and fitted with a toothless bucket, down to the interface layer between topsoil and subsoil or other visible archaeological surface. All machine excavation is to be under the direct control and supervision of an archaeologist. The topsoil should be examined for archaeological material.
- 3.4 The top of the first archaeological deposit may be cleared by machine, but must then be cleaned off by hand. There is a presumption that excavation of all archaeological deposits will be done by hand unless it can be shown there will not be a loss of evidence by using a machine. The decision as to the proper method of excavation will be made by the senior project archaeologist with regard to the nature of the deposit.
- 3.5 In all evaluation excavation there is a presumption of the need to cause the minimum disturbance to the site consistent with adequate evaluation; that significant archaeological features, e.g. solid or bonded structural remains, building slots or post-holes, should be preserved intact even if fills are sampled. For guidance:

For linear features, 1.00m wide slots (min.) should be excavated across their width;

For discrete features, such as pits, 50% of their fills should be sampled (in some instances 100% may be requested).

- 3.6 There must be sufficient excavation to give clear evidence for the period, depth and nature of any archaeological deposit. The depth and nature of colluvial or other masking deposits must be established across the site.
- 3.7 Archaeological contexts should, where possible, be sampled for palaeoenvironmental remains. Best practice should allow for sampling of interpretable and datable archaeological deposits and provision should be made for this. The contractor shall show what provision has been made for environmental assessment of the site and must provide details of the sampling strategies for retrieving artefacts, biological remains (for palaeoenvironmental and

palaeoeconomic investigations), and samples of sediments and/or soils (for micromorphological and other pedological/sedimentological analyses. Advice on the appropriateness of the proposed strategies will be sought from Helen Chappell, English Heritage Regional Adviser for Archaeological Science (East of England). A guide to sampling archaeological deposits (Murphy, P.L. and Wiltshire, P.E.J., 1994, *A guide to sampling archaeological deposits for environmental analysis*) is available for viewing from SCCAS.

- 3.8 Any natural subsoil surface revealed should be hand cleaned and examined for archaeological deposits and artefacts. Sample excavation of any archaeological features revealed may be necessary in order to gauge their date and character.
- 3.9 Metal detector searches must take place at all stages of the excavation by an experienced metal detector user.
- 3.10 All finds will be collected and processed (unless variations in this principle are agreed SCCAS/CT during the course of the evaluation).
- 3.11 Human remains must be left *in situ* except in those cases where damage or desecration are to be expected, or in the event that analysis of the remains is shown to be a requirement of satisfactory evaluation of the site. However, the excavator should be aware of, and comply with, the provisions of Section 25 of the Burial Act 1857.
- 3.12 Plans of any archaeological features on the site are to be drawn at 1:20 or 1:50, depending on the complexity of the data to be recorded. Sections should be drawn at 1:10 or 1:20 again depending on the complexity to be recorded. All levels should relate to Ordnance Datum. Any variations from this must be agreed with SCCAS/CT.
- 3.13 A photographic record of the work is to be made, consisting of both monochrome photographs and colour transparencies and/or high resolution digital images.
- 3.14 Topsoil, subsoil and archaeological deposit to be kept separate during excavation to allow sequential backfilling of excavations.
- 3.15 Trenches should not be backfilled without the approval of SCCAS/CT. Suitable arrangements should be made with the client to ensure trenches are appropriately backfilled, compacted and consolidated in order to prevent subsequent subsidence.

#### **4. General Management**

- 4.1 A timetable for all stages of the project must be agreed before the first stage of work commences, including monitoring by SCCAS/CT. The archaeological contractor will give not less than five days written notice of the commencement of the work so that arrangements for monitoring the project can be made.
- 4.2 The composition of the archaeology contractor staff must be detailed and agreed by this office, including any subcontractors/specialists. For the site director and other staff likely to have a major responsibility for the post-excavation processing of this evaluation there must also be a statement of their responsibilities or a CV for post-excavation work on other archaeological sites and publication record. Ceramic specialists, in particular, must have relevant experience from this region, including knowledge of local ceramic sequences.
- 4.3 It is the archaeological contractor's responsibility to ensure that adequate resources are available to fulfill the Brief.
- 4.4 A detailed risk assessment must be provided for this particular site.

- 4.5 No initial survey to detect public utility or other services has taken place. The responsibility for this rests with the archaeological contractor.
- 4.6 The Institute of Field Archaeologists' *Standard and Guidance for archaeological field evaluation* (revised 2001) should be used for additional guidance in the execution of the project and in drawing up the report.

## 5. Report Requirements

- 5.1 An archive of all records and finds must be prepared consistent with the principles of English Heritage's *Management of Archaeological Projects*, 1991 (particularly Appendix 3.1 and Appendix 4.1).
- 5.2 The report should reflect the aims of the WSI.
- 5.3 The objective account of the archaeological evidence must be clearly distinguished from its archaeological interpretation.
- 5.4 An opinion as to the necessity for further evaluation and its scope may be given. No further site work should be embarked upon until the primary fieldwork results are assessed and the need for further work is established.
- 5.5 Reports on specific areas of specialist study must include sufficient detail to permit assessment of potential for analysis, including tabulation of data by context, and must include non-technical summaries.
- 5.6 The Report must include a discussion and an assessment of the archaeological evidence, including an assessment of palaeoenvironmental remains recovered from palaeosols and cut features. Its conclusions must include a clear statement of the archaeological potential of the site, and the significance of that potential in the context of the Regional Research Framework (*East Anglian Archaeology*, Occasional Papers 3 & 8, 1997 and 2000).
- 5.7 The results of the surveys should be related to the relevant known archaeological information held in the County Historic Environment Record (HER).
- 5.8 A copy of the Specification should be included as an appendix to the report.
- 5.9 The project manager must consult the County HER Officer (Dr Colin Pendleton) to obtain a HER number for the work. This number will be unique for each project or site and must be clearly marked on any documentation relating to the work.
- 5.10 Finds must be appropriately conserved and stored in accordance with *UK Institute of Conservators Guidelines*.
- 5.11 Every effort must be made to get the agreement of the landowner/developer to the deposition of the full site archive, and transfer of title, with the intended archive depository before the fieldwork commences. If this is not achievable for all or parts of the finds archive then provision must be made for additional recording (e.g. photography, illustration, scientific analysis) as appropriate.
- 5.12 The project manager should consult the intended archive depository before the archive is prepared regarding the specific requirements for the archive deposition and curation, and regarding any specific cost implications of deposition.
- 5.13 If the County Store is the intended location of the archive, the project manager should consult the SCCAS Archive Guidelines 2010 and also the County Historic Environment Record Officer regarding the requirements for the deposition of the archive (conservation, ordering, organisation, labelling, marking and storage) of excavated material and the archive. A clear

statement of the form, intended content, and standards of the archive is to be submitted for approval as an essential requirement of the WSI.

- 5.14 The WSI should state proposals for the deposition of the digital archive relating to this project with the Archaeology Data Service (ADS), and allowance should be made for costs incurred to ensure the proper deposition (<http://ads.ahds.ac.uk/project/policy.html>) with ADS or another appropriate archive depository.
- 5.15 Where positive conclusions are drawn from a project (whether it be evaluation or excavation) a summary report, in the established format, suitable for inclusion in the annual 'Archaeology in Suffolk' section of the *Proceedings of the Suffolk Institute for Archaeology*, must be prepared. It should be included in the project report, or submitted to SCCAS/CT, by the end of the calendar year in which the evaluation work takes place, whichever is the sooner.
- 5.16 An unbound hardcopy of the evaluation report, clearly marked DRAFT, must be presented to SCCAS/CT for approval within six months of the completion of fieldwork unless other arrangements are negotiated with the project sponsor and SCCAS/CT.  
  
Following acceptance, two hard copies of the report should be submitted to SCCAS/CT together with a digital .pdf version.
- 5.17 Where appropriate, a digital vector trench plan should be included with the report, which must be compatible with MapInfo GIS software, for integration in the County HER. AutoCAD files should be also exported and saved into a format that can be imported into MapInfo (for example, as a Drawing Interchange File or .dxf) or already transferred to .TAB files.
- 5.18 At the start of work (immediately before fieldwork commences) an OASIS online record <http://ads.ahds.ac.uk/project/oasis/> must be initiated and key fields completed on Details, Location and Creators forms.
- 5.19 All parts of the OASIS online form must be completed for submission to the County HER, and a copy should be included with the draft report for approval (see para. 5.16). This should include an uploaded .pdf version of the entire report (a paper copy should also be included with the archive).

Specification by: Dr Jess Tipper

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Date: 30 September 2010

Reference: /WhiteMeadow\_Ufford2010

**This brief and specification remains valid for six months from the above date. If work is not carried out in full within that time this document will lapse; the authority should be notified and a revised brief and specification may be issued.**

**If the work defined by this brief forms a part of a programme of archaeological work required by a Planning Condition, the results must be considered by the Conservation Team of the Archaeological Service of Suffolk County Council, who have the responsibility for advising the appropriate Planning Authority.**





# Archaeological services Field Projects Team

**Delivering a full range of archaeological services**

- Desk-based assessments and advice
- Site investigation
- Outreach and educational resources
- Historic Building Recording
- Environmental processing
- Finds analysis and photography
- Graphics design and illustration

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